

Federal Depository Library Handbook: What is it?

- Official source from GPO for guidance, best practices, legal and program requirements for Federal depository libraries
- Superseded the former *Instructions to Depository Libraries* and the *Federal Depository Library Manual* in January 2008
- Online document available on the FDLP Desktop at <http://www.fdlp.gov/handbook/index.html>

The screenshot displays the 'fdlp desktop' website. At the top, there is a navigation bar with links: Home, Depository Administration, Library Handbook, Manage Your Collection, GPO Cataloging, Outreach & Education, Contact, and About the FDLP. The main heading is 'Federal Depository Library Handbook'. Below this, a paragraph explains that the Library Services and Content Management (LSCM) consolidated various FDLP instructions and manuals into a single online publication. A section titled 'Complete Version of the Handbook' includes a link to 'Single PDF document 366 KB'. Another section, 'Individual Sections of the Handbook', lists various chapters and sections with links, such as 'Preface 134 KB', 'Acknowledgments 23 KB', 'Introduction 102 KB', 'How to Interpret the Federal Depository Library Handbook 110 KB', 'Chapter 1: Library Services and Content Management (LSCM) Organization 176 KB', 'Chapter 2: Legal Requirements 136 KB', 'Chapter 3: Federal Depository Status 271 KB', 'Chapter 4: Public Services 203 KB', 'Chapter 5: Depository Collections 490 KB', 'Chapter 6: Technical Services 224 KB', 'Chapter 7: Public Access Assessments 27 KB', 'Chapter 8: Preservation 162 KB', 'Chapter 9: Housing 224 KB', and 'Chapter 10: Staffing 226 KB'.

Federal Depository Library Handbook: Purpose

- Consolidate the *Federal Depository Library Manual* and *Instructions to Depository Libraries* onto one document
- Update existing and add new content
- Emphasize legal and program requirements
- Emphasize the transition in Federal depository libraries
- Document best practices, lessons learned
- Align to the Strategic Vision (Dec 2005)
- Create a more user friendly one stop shop

Federal Depository Library Handbook: Process for Development

- Volunteer teams formed (Summer 2005)
- Template (Summer 2005)
- Draft chapters (January 2006)
- Review drafts/incorporate comments (2006-2007)
- Public comments (2007)
- Post final draft versions (Fall 2007)
- Edit entire Handbook (Fall 2007)
- Post Final to the FDLP Desktop (January 2008)

Federal Depository Library Handbook Chapter Outline

- 1- LSCM Organization & Contacts
- 2 - Legal Requirements, Minimum Standards, & Policies **(NEW)**
- 3 - Federal Depository Status
- 4 - Public Services
- 5 - Depository Collections
- 6 - Technical Services
- 7 - Public Access Assessments **(NEW)**
- 8 - Preservation
- 9 - Housing Collections
- 10 - Staffing
- 11 - Collaborative Efforts
- 12 - Regional Services
- 13 - Transitioning Depository Libraries **(NEW)**
- 14 - Disaster Preparedness and Recovery **(NEW)**
- 15 - Federal Libraries
- Appendix A: Core Collections
- Appendix B: Acronyms
- Appendix C: For Library Administrators **(NEW)**
- Appendix D: Selective Housing Agreement
- Appendix E: Important for Map Librarians **(NEW)**

Federal Depository Library Handbook Chapter Formats

Chapters typically structured with same look, feel and content elements

- What's New and Important
- Tips, Practical Advice, and Lessons Learned
- Did you realize that you don't have to...?
- Important for Library Administrators

Plus updated content based upon current best practices
Pumpkin highlights for section titles; yellow highlights for legal requirements

Example at

<http://www.fdlp.gov/repository/individual-sections-of-the-handbook/chapter-2-legal-requirements/download.html>

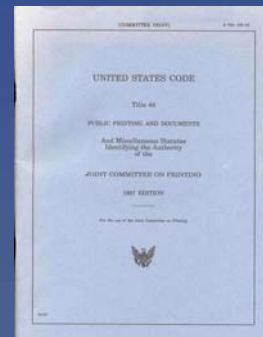
Federal Depository Library Handbook

Chapter 1: Library Services & Content Management Organization

- **LSCM Organizational Leaders**
- **Contact Center is main Point of Contact**
- Mon-Fri, 7-6:30 (202) 512-1800 / Toll Free (866) 512-1800 or
- ContactCenter@gpo.gov
- Richard Davis, Acting Superintendent of Documents
- When you call Contact Center know your depository library name and depository number

Federal Depository Library Handbook
Chapter 2: Legal Requirements

- Providing free public access to Federal Government information products
- Maintaining Federal Government information products
- Providing services in the use of Federal Government information products
- Completing the Biennial Survey
- Adhering to the Retention Rules



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Chapter 3: Depository Library Status

- Title 44 of United States Code basis
- Types of Designations
- *Designation Handbook for Federal Depository Libraries*
- Requests for designation
- Contact your regional depository coordinator who will consult with GPO

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Chapter 4: Public Services

- Principle of Comparable Treatment
- Signage
- Security
- Written access policy
- Internet Access
- Filtering

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Chapter 5: Depository Collections

- Relevant and valuable resources
- No minimum level of selection
- Compiling a list versus eyeballing discards
- Do not need to be housed in basements
- Some collections are migrating to increasingly electronic formats - sharing legacy tangible collections

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Chapter 6: Technical Services

- Catalog of U.S. Government Publications (1976-forward)
- Contract for pre-1976 shelflist conversion
- Catalog everything printed by all 3 branches of government
- National authority for cataloging U.S. Government publications
- FDLDP Desktop, National Bibliography location of information
- Don't have to classify government publications in a separate classification system
- May be integrated into the classification system the library uses
- Don't have to create catalog records but strongly encouraged because it increases usage, provides bibliographic control for insurance purposes

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Chapter 7: Public Access Assessments

- Fulfills the Superintendent of Documents' responsibility to conduct "first hand investigations"
- Focuses upon outcomes and not the how
- On-site visits scheduled to begin Winter 2009
- Libraries will NOT be automatically evaluated
- Emphasizes access, collections, services, and collaborative efforts
 - Free public access to Government information products in all formats
 - Federal government information products in all formats are maintained so they are accessible to users and general public
 - Services in the access and use of Federal Government information products
 - Activities undertaken to participate effectively with LSCM and all libraries in the FDLP
- Up for Public Comment until August 1, 2008

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Chapter 8: Preservation

- Preservation strongly encouraged
- Principal of Comparable Treatment
- Written preservation policy strongly encouraged
- Method for systematic review of preservation needs
- Articulate preservation priorities
- Non-preservation also a realistic option for some
- Preservation of tangible materials distributed through the FDLP is a responsibility of a regional depository library

Federal Depository Library Handbook

Chapter 9: Housing Collections

- Environment that provides access to and usage of depository resources
- Maintained in conditions comparable to those for commercially purchased materials
- May house parts of the collection in offsite storage or in another facility using a selective housing agreement as long as it meets same access/maintenance standards/ADA compliance
- Don't need a Memorandum of Understanding to house publications in other parts of the library or even other buildings managed by the same library administration

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Chapter 10: Staffing

- No Set formula for staffing levels
- Must have one person designated as the depository coordinator
- Designated officials
 - Ensuring depository operations conform to legal requirements
 - Responsible for depository administration
- Shared staffing responsibilities
- Training and Professional Development
 - Remember GPO sponsors three training events per year
 - Interagency Seminar
 - Spring Depository Council Meeting
 - Fall Depository Library Conference

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Chapter 11: Collaborative Efforts

- FDLP itself is a collaborative effort
- FDLs encouraged to develop partnerships with GPO
- Three types of Partnerships
 - Content
 - Service
 - Hybrid
- Formal partnerships are documented in an MOU that must be negotiated and signed
- State Plans are a partnership between regionals and selectives within a region/state

For more information, see our web site at

<http://www.fdlp.gov/partnerships/about.html>

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GPO

Thursday, April 17, 2008

Search

Username Password

Remember me Login Lost Password?

Address http://www.fdlp.gov/partnerships/about.html

Converting the Historic GPO Shelflist

fdlp desktop

Home Depository Administration Manage Your Collection GPO Cataloging Outreach & Education Connect About the FDLP Help

Home Outreach & Education Partnerships About FDLP Partnerships

About FDLP Partnerships

Friday, 10 March 2007

GPO has been developing partnerships with Federal depository libraries and other Federal agencies to increase access to electronic Federal information since 1997. With an increasing amount of Federal information available electronically, partnerships ensure permanent public access to electronic content and provide services to assist depositories in providing access to electronic material and in managing their depository collections.

These partnerships also allow GPO to take advantage of the expertise of Federal depository librarians and the services they have developed. While FDLP partnerships will vary based on the type of project, partnerships generally fall into three categories. However, partnerships are not limited to these categories, and GPO will consider partnership proposals that fall outside of these categories.

PERMANENT PUBLIC ACCESS

ENHANCED SERVICES

Content Partnerships

Content partnerships assist with providing permanent public access to electronic U.S. Government information. Partners agree to provide storage capacity and user access without restrictions on re-dissemination. In the event the partner is no longer able to provide free, public access to this electronic information, the partnership requires the agency or library to transfer a copy of the content to GPO. GPO will then make the content available either through GPO Access or in cooperation with another partner. [View List](#)

Service Partnerships

Service partnerships assist GPO to provide enhanced services to Federal depository libraries. These partnerships can focus on

Survey List

- Spring DLC Evaluation

GPO Quick Search

Keyword(s) Search

Events Calendar

April 2008

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Done

Start Index - Microsoft Outlook ALA Preservation - Media... About FDLP Partnersh... Microsoft PowerPoint -

Internet

9:48 am

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Chapter 12: Regional Services

- Uphold minimum service requirements in Title 44
- Supervise the discard process of selectives
- Work collaboratively to develop a State Plan that benefits the state/region
- Guide selectives through designation and relinquishment
- Organize systematic/periodic training for region
- Consider not requiring selectives to list publications in microfiche on their needs and offers list
- Retain materials permanently

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Chapter 13: Transitioning Depository Libraries

- There is not a totally electronic depository library
- More depositories are in a transition between print and electronic
- 98% of what GPO distributes is in electronic format
- FDLDP Desktop offers *Tips to Effectively Migrate to an Online Depository Collection*
- Talk to other depositories that have migrated to online
- Start with a small electronic collection and grow
- Remember not everything is online

Federal Depository Library Handbook

Chapter 14: Disaster Preparedness and Recovery

- Have a disaster plan
- Communicate with GPO to stop and resume shipments
- Be prepared
 - Develop a disaster plan with an evacuation plan
 - Keep backup lists of personnel, emergency contacts and materials off-site
 - Keep a list of salvage priorities
- Do not assume the depository coordinator will control the process of recovery
- Keep written documentation when discussing replacement costs
- Use National Needs and Offers available at <http://www.fdlp.gov/needsoffers/index.html>

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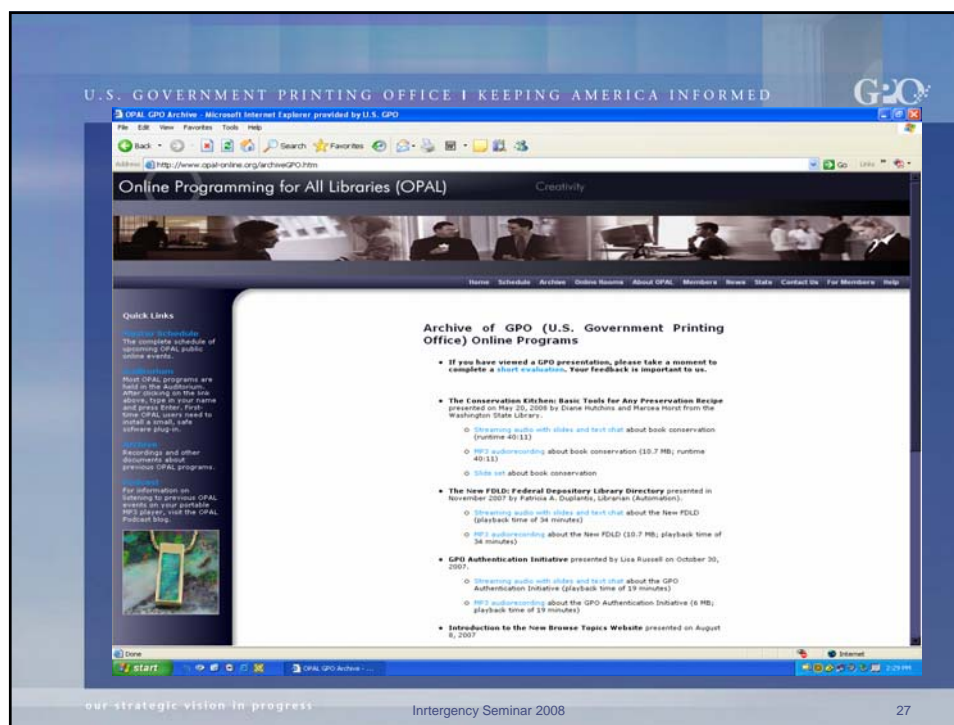
Chapter 15: Federal Libraries

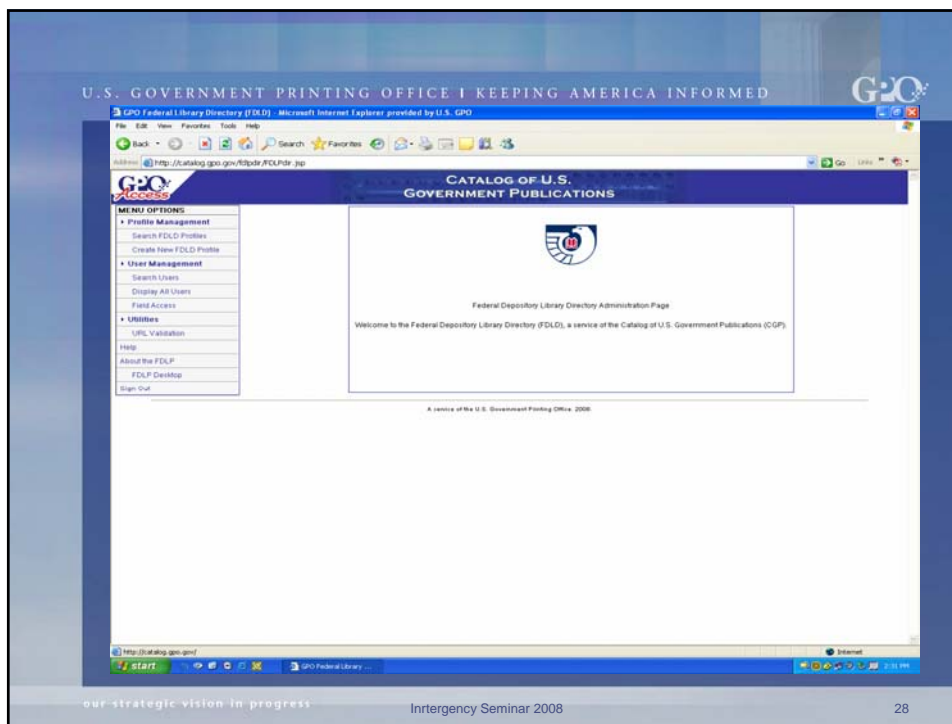
- Federal libraries are designated as depositories “By law” under Title 44
- Security issues since September 2001
- If access is denied, library must still assist the patron by phone, e-mail, or some other form of remote communication
- Regional libraries have no jurisdiction over depository libraries of the various Federal agencies
- The discard procedures are different for Federal libraries

Federal Depository Library Handbook

Some Tips and Things With Which to be Familiar

- FDLP Desktop: <http://fdlp.gov/>
- Authentication: <http://www.gpoaccess.gov/authentication/index.html>
- OPAL learning Modules: <http://www.opal-online.org/archiveGPO.htm>
- Revised Designation Handbook soon to be available
- Federal Depository Library Directory: <http://catalog.gpo.gov/fdlpdir/login.jsp>
- FDL Marketing Campaign information: <http://www.fdlp.gov/promotion/marketingplan.html>
- Catalog of US Government Publications (CGP): <http://catalog.gpo.gov/>

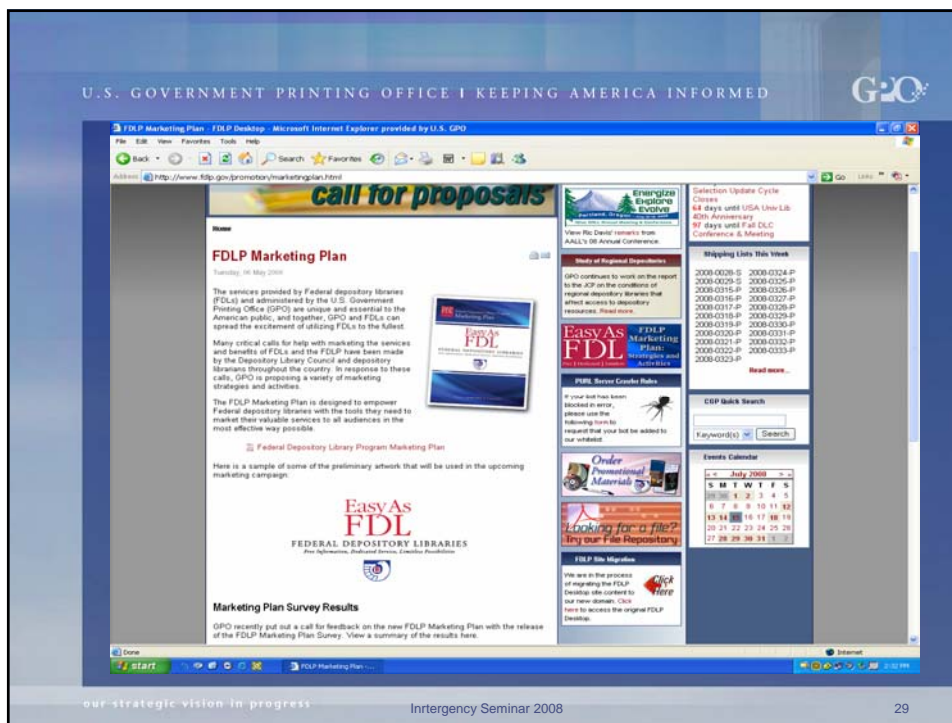




our strategic vision in progress

Interagency Seminar 2008

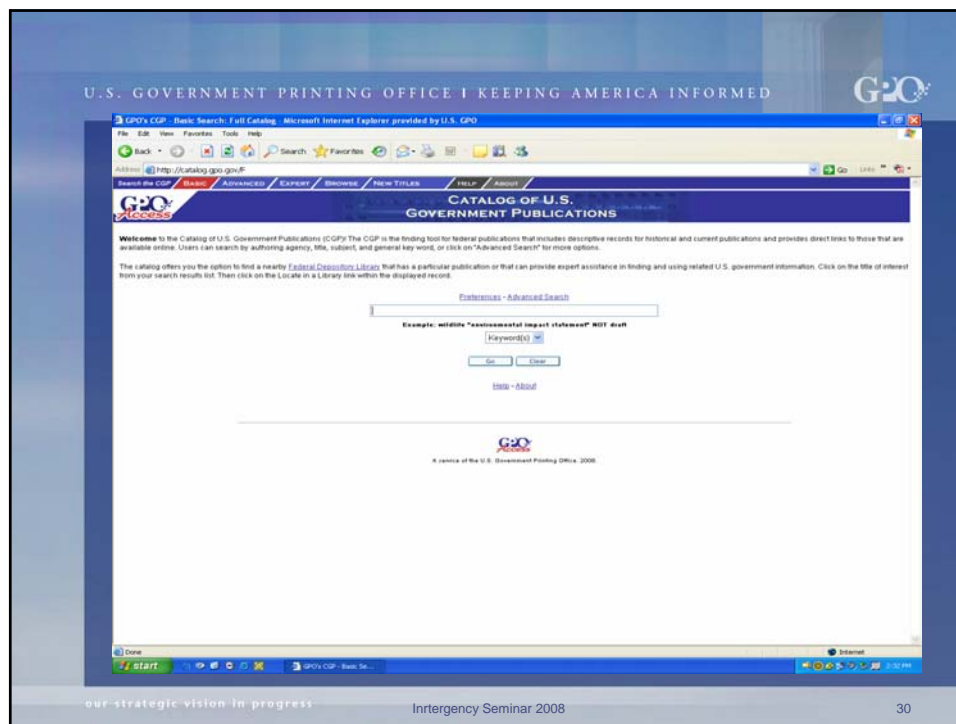
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our strategic vision in progress

Interagency Seminar 2008

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our strategic vision in progress

Interagency Seminar 2008

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